

Name		
Address		
City	State	ZIP+4
Phone # ()	Fax # ()	
E-mail address		
Company (optional)		

Free Contractor Training Day Yakima

Registration Form
Thursday, July 22, 2010

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360 902-5292
OR Call: 360 902-6366 or 360-902-4733

Select one class in each time frame by check the box.

Time	Room	Course Title	
7:00 AM	Check-in and networking		1 Hour
8:00 AM			
<input type="checkbox"/>	Bldg C, Room 101	Bidding, Estimating and the Bottom Line (SBB)	
<input type="checkbox"/>	Bldg G, Room 103	Manufactured Housing Installer # (plus 1 class at 10am for Certification CEU)	1 Hour
<input type="checkbox"/>	Bldg G, Room 104	Plumbing Code Training – Part 1**	55 Minutes
<input type="checkbox"/>	Bldg G, Room 109	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Bldg G, Room 112	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Bldg G, Room 118	Small Business Planning	
10:00 AM			
<input type="checkbox"/>	Bldg C, Room 101	Construction Contracts – What you should know!	
<input type="checkbox"/>	Bldg G, Room 103	This Applies to Me – Small Business, Big Requirements (SBB)	2 Hour
<input type="checkbox"/>	Bldg G, Room 104	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Bldg G, Room 109	Cash Flow Management – Understanding Your Business Financials	
<input type="checkbox"/>	Bldg G, Room 112	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Bldg G, Room 118	Everything You Wanted to Know About Your L&I Account	
12:00PM	Lunch – on your own		
1:00pm			
<input type="checkbox"/>	Bldg C, Room 101	How do I Protect Myself and My Business?	
<input type="checkbox"/>	Bldg G, Room 103	New EPA rule – Renovation, Repair and Painting Overview	55 Minutes
<input type="checkbox"/>	Bldg G, Room 104	Electrical Licensing 101 *	
<input type="checkbox"/>	Bldg G, Room 109	Overtime, Breaks and Deductions	
<input type="checkbox"/>	Bldg G, Room 112	Hiring an Independent Contractor / Prime Contractor Liability (SBB)	
<input type="checkbox"/>	Bldg G, Room 118	New Contractor Overview	
2:00PM			
<input type="checkbox"/>	Bldg C, Room 101	Subcontracting: Learn About Common Subcontracting Pitfalls	
<input type="checkbox"/>	Bldg G, Room 103	Prevailing Wage (SBB)	1 Hour
<input type="checkbox"/>	Bldg G, Room 104	Code Update	25 minutes
<input type="checkbox"/>	Bldg G, Room 109	Bidding, Estimating and the Bottom-line	
<input type="checkbox"/>	Bldg G, Room 112	Saving Money On Unemployment Premiums	
<input type="checkbox"/>	Bldg G, Room 118	Managing Claims to Control Your Industrial Insurance Costs	
3:30 PM			
<input type="checkbox"/>	Bldg C, Room 101	Effective Marketing for Contractors	
<input type="checkbox"/>	Bldg G, Room 103	Residential Construction Accident Prevention and Safety (SBB)	1 Hour
<input type="checkbox"/>	Bldg G, Room 104	Plumbing Contractors – Certification Requirements*	25 minutes
<input type="checkbox"/>	Bldg G, Room 118	Get Money Back from L&I – Say It's So!	

Please bring a copy of this schedule to the training

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail of training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

Classes will be located at
Yakima Valley Community College
South 16th & Nob Hill Bldv
Yakima, Wa 98901

Bldg C – Deccio Higher Education Center

- ☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus 1 other. Fee is \$48.00. (Last 3 time slots)
- ☐ **Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ Yes – I would like to obtain Department of Ecology Continuing Education Credits
- ☐ # Yes, I want to obtain 4 hrs Manufactured Installer CEU – Fee \$40.00(# marked class plus any class at 10am = 4 hours)



Washington State Department of
Labor & Industries

Free Trainings for Construction Contractors

Where: Yakima Valley Community College
Bldg C – Deccio Higher Education Center
South 16th & Nob Hill Blvd
Yakima, Wa 98901

When: Thursday, July 22, 2010

Check-in and networking begins at 7:30 AM

Don't miss out on this great training event! Fax or mail in your registration today!

Course Descriptions and Presenters

Cash Flow Management - Understand Your Business Financials: (*All Contractors*) Determine and anticipate the cash flow needs of your business so you don't run out of money. Learn how to use financial statements as a management tool. Presented by Linda Johnson, Certified Advisor with the Washington Small Business Development Center.

New Contractor Overview (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Tony Tomasino, Specialty Compliance Supervisor.

Everything You wanted to know about your L&I Account (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Patrick Shanahan, Policy Manager, L&I.

Get Money Back from L&I – Say It's So! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Gary Van Cleef from L&I's Retrospective Rating Program.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Gary Delozier, Claims Unit Supervisor, Labor & Industries.

Overtime and Break Requirement (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Labor and Industries.

New EPA rule – Renovation, Repair and Painting overview session (*All Contractors*) – The EPA Renovation, Repair, and Painting (RRP) Rule is a Federal lead regulation. On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with § 745.90(a) and performed by certified renovators or individuals trained in accordance with § 745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in § 745.82(a) or (c). Find out more about the class and what is required under this new rule.. Presented by Kris Alberti, Northwest Independent Contractors Association.

Small Business Basics (SBB) – Get an overview of the classes you need to start your business off right

& Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums and meet wage & hour requirements. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries. (SBB Class)

& Bidding, Estimating and the Bottom line (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Kris Alberti President, Northwest Independent Contractors Association. (SBB Class)

& THIS APPLIES TO ME? Small Companies and Big Requirements (*New Contractors*) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association. (Contact this presenter concerning CEU Credit for this course). (SBB Class)

& Residential Construction Accident Prevention and Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented NICA.

& Prevailing Wage (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Laura Herman, Prevailing Wage Technical Specialist, at Labor and Industries. (SBB)

Course Descriptions and Presenters, continued

Subcontracting: Learn About Common Subcontracting Pitfalls! (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by David Linville, of Linville Law Firm, PLLC.

How do I Protect Myself and My Business? (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by David Linville, of Linville Law Firm PLLC.

Construction Contracts – What You Should Know! (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by David Linville, Linville Law Firm.

@ Manufactured Housing Installer (Continuing Education Credit) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan of the Factory Assembled Structure Program at Labor and Industries.

Code Update (*All contractors*) - This workshop focuses on the most significant changes to the 2009 International Residential Code (IRC) and the updated Washington Energy Code, effective July 1, 2010. . Presented by Jan Rohila, Education Director, Building Industry Association of Washington

Effective Marketing for Contractors (*All contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Gale Avila, Tax Office Administrator, with Employment Security.

Small Business Planning – (*All Contractors*) - Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Ted Schinzel of the Small Business Administration

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

****Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries.

*****Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries.

*** Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffrey, Electrical Audit Manager (Plumber Industry Related CEU Course.)

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by a safety consultant from Labor & Industries.

State Taxes – Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin from the Washington State Department of Revenue.

You can send more than one person from your company to this training.
Just make a copy of the registration form and send one for each person.

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

PRSR STD
U.S. POSTAGE PAID
OLYMPIA WA
PERMIT # 312



Free Training for Construction Contractors Yakima, July 22, 2010 (Thursday)

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Do you have a **written Business Plan**?
- Do you want to know more about **Bidding and Estimating or State Taxes**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training to customer service issues.

- The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.
- This course has been approved for Manufactured Installer Continuing Education Credit – See our website for additional <http://www.lni.wa.gov/TradesLicensing/FAS/InstallerCert/Renew.asp> information or call: 360-902-6710